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UNITED STATES DEPARTMENT OF AGRICULTURE
Production and Marketing Administration
Washington 25, D. C.

September 4, 1945

MARKET NEWS AND GRADING DIVISION MEMORANDUM NO. AD-102

To: Officers in Charge of Field Stations and Regional and Area Supervisors
From: Fred J. Beard, Chief, Market News and Grading Division
Subject: Hours of Duty

Personnel Circular No. 108, (Revision III), Supplement 1 dated August 25, 1945, copy attached, provides that the basic work week for all employees of the U. S. Department of Agriculture will be five days of eight hours each Monday through Friday effective September 9, 1945. In line with the provisions of this Circular the following will apply insofar as employees of the Market News and Grading Division are concerned.

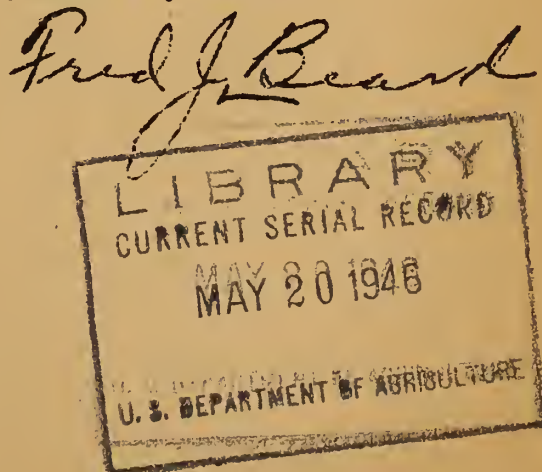
1. The basic work week for all market news employees and meat grading clerical employees will be five days of eight hours each Monday through Friday. Necessary exceptions must have prior clearance from this office.

2. Personnel Circular No. 108 (Revision III), Supplement 1 provides that the basic work week of technical meat grading employees may be established to coincide with the requirements of the regular work week of commercial establishments where grading services are performed. Many of the establishments do not slaughter every day in the week so that the days following these "non-slaughter" days provide little or no grading work. In these instances this "light day" shall be considered a "non-work day" rather than Saturday in the basic work week.

Supervisors are expected to carefully analyze work assignments of graders in order to minimize all work in excess of 40 hours weekly, and advise this office of the names of the graders and the "non-work day" designated if other than Saturday. The "non-work day" so designated will be indicated on the Time and Attendance Report.

This memorandum supersedes any portions of Memorandum No. AD-101 which may be in conflict.

Attachment



UNITED STATES DEPARTMENT OF AGRICULTURE
Office of Personnel
Washington 25, D.C.

August 25, 1945

Personnel Circular No. 108 (Revision III), Supplement No. 1

HOURS OF DUTY

PC 108 Rev III is amended as follows:

Paragraph 1 on page 1 is changed to read as follows:

1. The basic workweek and the regular administrative workweek of the USDA shall be five days of eight hours each from Monday through Friday. Where the basic or the administrative workweek cannot be established in accordance with the foregoing sentence, bureaus shall submit their recommendations for scheduling tours of duty to the Director of Personnel for administrative use.

In general, employees will not work on Saturdays and Sundays. Where the work of the USDA requires that certain employees shall regularly work during either or both of those days, equivalent non-work time shall be fixed in lieu thereof by a responsible administrative officer of the bureau concerned. Care should be exercised by such officer to see that the tours of duty which are established for the employees concerned do not include night work unless that is essential. For night work, a 10% increase over the basic rate of compensation shall be paid pursuant to the instructions in PC 153, dated July 19, 1945.

For pay computation purposes, any time worked on Saturday shall be computed in connection with the workweek immediately preceding, and any time worked on Sunday shall be computed in connection with the workweek following.

Paragraph 2 on page 1 is changed to read as follows:

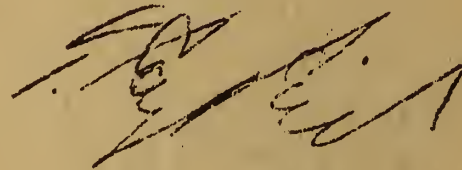
- 2.. In the case of workers stationed at institutions or commercial establishments where cooperative, regulatory, or inspectional activities are conducted by the USDA, the working hours shall be fixed by the chiefs of the respective bureaus to conform to the five-day, forty-hour regular administrative workweek, provided that where the hours of duty adopted by the cooperating institution or commercial establishment are in conflict, the chiefs of bureaus concerned may request the Director of Personnel for authority to establish different hours of duty to meet the needs of the peculiar work condition.

Paragraph 6 on page 3 is changed to read as follows:

6. For employees in the departmental service at Washington, D. C., the official working hours of the USDA shall be from 9:00 a.m. to 5:30 p.m., Monday through Friday, with 30 minutes for lunch. This should not be considered as preventing the establishment (1) of working hours differing from those indicated above for employees such as messengers or mail clerks who perform duties which necessitate different working hours, or (2) of night shifts where they have been determined to be necessary. Working hours may not be adjusted for the benefit of the personnel.

Any bureau desiring to increase or decrease the hours of duty prescribed in this Circular in the case of particular groups of employees, or to change the working hours at Washington, D. C., shall submit its recommendation to the Director of Personnel for consideration and clearance through the Bureau of Budget.

The hours of duty and the working hours prescribed in this Supplement are effective as of September 9, 1945.



T. Roy Reid
Director of Personnel